

SETUP INSTRUCTIONS FOR THE POM 04 PRIORITIZATION TOOL

Members of the CEAB -

Print out page 2 of this document for use during your prioritization effort.

Reference: CG MCCDC message DTG 041700Z May 01

Terms explained:

Requirement: A requirement is an idea/issue being considered for inclusion in POM 04. The CE advocate is responsible for weighting and prioritizing its requirements.

Initiative: A POM initiative is a requirement that MARCORSYSCOM associates with a life cycle cost estimate.

Program: An initiative becomes a program when it is funded.

Pacing Item: Pacing items are areas by which the Command Element Advocate Board (CEAB) is planning and tracking the maturation of the MEF CE. The pacing items were developed with your staffs' assistance at the MEF CE Vision Statement "Road Mapping" session in January and briefed to the CEAB at their March meeting.

Prioritization Tool:

The attached accompanying file is a tool that the CEAB created to assist you in developing your weighted and prioritized POM 04 requirements. Please note the word "assist". The prioritization tool is designed to help the CEAB members to organize their thoughts and opinions. The CE Secretariat will consolidate your submissions into a single prioritized list for review and approval by the CEAB members at their 23 May VTC.

If there were only a few requirements, we would probably not need this tool. As it stands, however, there are 48 initiatives for consideration.

Please read the following carefully, as accurate results depend on the proper frame of reference during the input phase.

Preparation: Familiarity with each POM 04 candidate program is essential. More information on each of the candidate programs can be found on the CE distributive staff web page. The web address was sent to the CEAB members' Chiefs of Staff and Executive Agents via separate correspondence. The info papers can also be obtained by contacting the CE Secretariat POCs identified in the reference.

Time Frame: The time frame under consideration is 2004 - 2011. Please consider this when evaluating the level of deficiency of each of the Pacing Items.

The specific steps you will need to follow are contained on page 3.

If you need additional information or assistance, refer to the Prioritization Tool Instructions below.

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The voting matrix requires three types of inputs, all of which are explained in the column headers on the sheet. Additional guidance is provided as follows. You may want to open the excel file at this time.

1) Column E - Level of Deficiency: Rate as "High", "Medium", or "Low", your unit's level of deficiency in meeting the near term goal, as described in column D. Information on the level of deficiency as determined by the Mission Area Analysis Branch can be found on the MAA Branch web site:

http://www.mccdc.usmc.mil/s_a%20web%20stuff/maa_overview_files/frame.htm

Questions in this area should be referred to Major Tom Turner (contact info below). Although the usefulness of this rating may not be clear, and will not immediately be factored in the final standings, the information itself greatly expands the potential of the tool. Please take time when considering this entry.

2) Column F - Pacing Item Score: Divide 100 points between Pacing Items. Score the need to put resources against this requirement during the period 2004-2011.

3) In this section, score each initiative's ability to support a Pacing Item/Capability during the time frame 2004 - 2011.

Scale is 0-5, following these guidelines:

"5" = Program Essential to realizing the Capability

"3" = Program Contributes significantly to the Capability

"1" = Program supports the Capability

"0" = Program not relative to the Capability

4) When you are finished entering your deficiencies, weights, and scores, push either of the "Check Results" button or the send button. Scores and rankings for each of the candidate programs will be calculated.

5) Based on a careful review of the results of your voting, choose one of the following buttons.

a) "Not Done": For example, if the candidate program called "Electric Spoon" is ranked above the candidate program called "Solar Powered Tank", and you think this is incorrect and want to make changes, push this button. You will be taken back to the voting sheet.

b) "Done": If you are satisfied with your results, select this button to secure and save the results. This button will protect the worksheet from any other changes. You will be given instructions to save the file as "your_command"_ CE_Input.xls.

Note*** You may experience errors if you attempt to make changes after selecting "Done".

Our expectations are that each CEAB member will provide one consolidated sheet, filled in with the appropriate rankings and categories.

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Very Respectfully,

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